



Training & Placement Cell

Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

Date – 02 August, 2022

NOTICE

Subject: Job Openings for all Graduate Students



Student Engagement Officer

CTC : 17 to 22K
Experience required : Freshers & Experience
Qualification : Graduate
Job Location: Najafgarh, New Delhi

- 1) Build positive relationships with students.
- 2) Generate a vibrant and positive culture within the team in all circumstances.
- 3) Interaction with students on a daily basis and counsel them
- 4) Provide Guidance to the students regarding different courses

Lead Manager

CTC : 35 to 40k
Minimum 3+ years of Experience Required
Qualification : Graduate
Job Location: Najafgarh, New Delhi

- 1) Should have a good hold on MS Office and online portals.
- 2) Managing Institutional Partnerships and handling their queries with proper coordination.
- 3) Partnership with the new Institutions and generating student leads for the project.
- 4) Will be responsible for managing the project-wise social connectivity on FB/LinkedIn/Twitter/Insta etc.
- 5) Will be responsible from the stage of student lead generation to student admission in the respective program.
- 6) Manage a team of 6-8 student engagement officers for student-lead closure
- 7) Will be responsible for achieving their annual impact goal and Regular market research to identify avenues for expansion & conversion of the same
- 8) Responsible for weekly reporting.

www.niitfoundation.org



Interested candidates can share their cv at hring@niitfoundation.org

Those who are interested and fulfilling above mentioned job profile are requested to send copy of CV at above mentioned mailid.

In case of any query, please feel free to contact me.

ANIL MISHRA
(Training & Placement Officer)